Planning Your Presentation

Use this outline to plan for your presentation. After you planned your presentation, you can either use this for presenting sheet or you may use note cards. You may not write your entire presentation and then read from it for your presentation. Remember to include your graphic and time to explain what and why the graphic is important in your outline.

**Introduction**

Attention Getter (Grabber)

Preview statement (Overview of all of your main points)

**Body** (Remember to have a transition between each main point)

1. First Main Point (background information)
   1. Detail/Explanation
   2. Detail/Explanation
2. Second Main Point (major contributions)
   1. Detail/Explanation
   2. Detail/Explanation
3. Third Main Point (Your choice)
   1. Detail/Explanation
   2. Detail/Explanation

**Conclusion**

Summary Statement (review all of your main points)

Concluding Statement (Prepare a closing statement that ends your presentation smoothly. “That’s it” is not an okay concluding statement)